

Minnesota Board of Chiropractic Examiners

APPLICATION FOR APPROVAL OF ANNUAL CONTINUING EDUCATION SPONSORSHIP

Sponsor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

I ☐ HAVE / ☐ HAVE NOT BEEN AN APPROVED SPONSOR IN A PRIOR YEAR.

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

NEW in 2011

The Minnesota Board of Chiropractic Examiners no longer recognizes co-sponsorships. I therefore understand and agree that the sponsoring organization as listed above will be solely responsible for all reporting requirements and may not delegate this to a co-sponsor, regardless of who is presenting the program.

I understand that if I fail to obtain prior approval for a seminar and subsequently seek retroactive approval, I will incur the fee of an individual seminar sponsorship (\$100) as in MN Rule 2500.1410, subpart a, and that this fee is due at the time I submit the course for retroactive approval.

Statutes & Rules

I, the contact person for the above mentioned sponsor, hereby state I have been provided with a copy of Minnesota Statutes 214.12, 148.01 (subdivisions 1 and 3), 148.031; Animal Chiropractic Statutes 148.01 (subdivisions 1a-1d), 148.032, 148.033, 148.035; and Minnesota Rules 2500.1410, 2500.1500, 2500.1550, 2500.1600, 2500.1710, 2500.7040, 2500.7080. I understand that the intent of doing so is to provide a basis for the approval of continuing education programs in Minnesota. I further understand that updated statutes and rules may be acquired at the MBCE website: <http://www.mn-chiroboard.state.mn.us/>.

I am authorized as an agent of the aforementioned sponsor, to state that I and the administration of said sponsoring organization understand and agree to follow all criteria for the approval of programs as described in the aforementioned statutes and rules. I further understand and agree that sponsorship may be revoked for any violations of Minnesota Statutes and Rules, whether or not included herein.

Reporting Responsibilities

I understand and agree that the MBCE requires sponsors to provide a certificate of attendance to the licensees. I agree that this certificate will include the program ID number and date; the licensee's name, address and license number; and the number of continuing education units obtained broken down by type of units (regular, x-ray, professional boundary/abuse, acupuncture, or animal chiropractic). (NOTE: Hours may only be reported as full and half hours.) I understand that failure of the sponsor to provide certificates of attendance as required may jeopardize capacity for future approval(s).

2829 University Avenue SE #300, Minneapolis, Minnesota 55414-3220
Telephone 651-201-2850 • Fax 651-201-2852 • Internet www.mn-chiroboard.state.mn.us

This document is available in alternative formats by calling the Minnesota Relay Service at 1-800-627-3529

The Minnesota Board of Chiropractic Examiners is an affirmative action / equal opportunity employer. The Minnesota Board of Chiropractic Examiners does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.

Review and Approval of Seminars

By my signature affixed below, I hereby authorize the attendance of a board representative for the purposes of monitoring, consistent with the provisions of MR 2500.1410 (C) and understand that approval of seminars or portions thereof, is based solely on compliance with statutes or administrative rules, and does not constitute, nor should be construed to constitute endorsement of the contents or subject matter by the MBCE.

I also agree to submit a completed *Approved Sponsor - Continuing Education Seminar List* to the MBCE as soon as the annual curriculum is established, and to make every effort to stay in compliance with MN Rule 2500.1250 by submitting additional updated seminar lists 45 calendar days prior to the presentation date.

Fees and Expiration of Sponsorship

I have enclosed payment of the \$500 non-refundable fee made payable to the Minnesota Board of Chiropractic Examiners (MBCE). Renewal of my sponsorship will require the payment of an additional \$500 non-refundable fee and the submission of an updated affidavit. I also agree that this approval for sponsorship will expire December 31 of each year

Signature of Applicant

Date

On this _____ day of _____, 20____, before me personally appeared _____,

who agrees to comply with all laws pertaining to this application for sponsorship approval.

Signature of Notary

(SEAL)

Upon the MBCE's issuance/renewal of your sponsorship, all information which you provide on or as an attachment to this form is classified as public under *Minnesota Statutes 13.41, subdivision 2 and 4, except your social security number.*

The purpose and intended use of this information is to enable the MBCE to determine whether you meet statutory and rule requirements for sponsorship. You are not legally required to provide this information, but if you fail to do so, your license/registration/sponsorship will not be renewed.

Additional information is available on the board's web site at www.mn-chiroboard.state.mn.us. Inquiries may be sent to the board by email to chiropractic.board@state.mn.us; by fax number at 651- 201-2852; by calling 651-201-2850; or by US Mail addressed to: MBCE, 2829 University Ave SE, Suite 300, Minneapolis, MN 55414.

Approval of seminars or portions thereof, is based solely on compliance with statutes or administrative rules, and does not constitute, nor should be construed to constitute endorsement of the contents or subject matter by the MBCE.

FOR MBCE USE ONLY

The above requested continuing education sponsor has been: **APPROVED / DISAPPROVED**

COMMENTS: _____

Signature of the Executive Director: _____ Date: _____

Form Related Information	Payment Information	Received Stamp
Initials	Check #	
Date Re-Received Form	Amount	

Continuing Education Statutes & Rules

**Please retain the following pages for your records. Please
do NOT return them with your application.**

RETAIN THESE STATUTE AND RULE PAGES FOR YOUR REFERENCE

The following is a summary of the statutes and rules which guide approval for CE courses. For complete text of the statutes or rules, please consult your attorney, or the Board's web site at: www.mn-chiroboard.state.mn.us

MINNESOTA STATUTE: 214.12 CONTINUING EDUCATION.

Subdivision 1. Requirements. The health-related and non-health-related licensing boards may promulgate by rule requirements for renewal of licenses designed to promote the continuing professional competence of licensees. These requirements of continuing professional education or training shall be designed solely to improve professional skills and shall not exceed an average attendance requirement of 50 clock hours per year. All requirements promulgated by the boards shall be effective commencing January 1, 1977, or at a later date as the board may determine. The 50 clock hour limitation shall not apply to the board of teaching.

MINNESOTA STATUTE: 148.01 CHIROPRACTIC. *

Subdivision 1. For the purposes of sections 148.01 to 148.10, "chiropractic" is defined as the science of adjusting any abnormal articulations of the human body, especially those of the spinal column, for the purpose of giving freedom of action to impinged nerves that may cause pain or deranged function

Subd. 3. Chiropractic practice includes those noninvasive means of clinical, physical, and laboratory measures and analytical X-ray of the bones of the skeleton which are necessary to make a determination of the presence or absence of a chiropractic condition. The practice of chiropractic may include procedures which are used to prepare the patient for chiropractic adjustment or to complement the chiropractic adjustment. The procedures may not be used as independent therapies or separately from chiropractic adjustment.

**See also Animal Chiropractic Statutes beginning on the following page 4*

MINNESOTA STATUTE: 148.031 CONTINUING EDUCATION.

The board shall adopt rules requiring continuing education for chiropractors licensed under this chapter who regularly practice in the area of workers' compensation. These rules shall include rules relating to continuing education designed to assure the coordination of treatment, rehabilitation, and other chiropractic services provided to injured employees under chapter 176. Rules relative to education under chapter 176 shall be adopted jointly with the commissioner of labor and industry. These rules shall be consistent with section 214.12.

2500.1410 SPONSORSHIP OF EDUCATION PROGRAMS.

The board shall register and approve organizations or individuals who wish to offer continuing education programs to individuals licensed to practice chiropractic in this state as described in items A to C.

A. The sponsor must submit an annual fee of \$500 for all programs given during the year, or a fee of \$100 for each program given during the year.

B. The sponsor must complete and submit to the board annually a registration form developed by the board which includes at least:

- (1) the name, address, and telephone number of the organization;
- (2) the name, address, and telephone number of the person responsible and authorized to do business with the board regarding continuing education matters;
- (3) a signed statement which indicates that the sponsor of the continuing education program knows, understands, and agrees to follow all criteria for the approval of programs as listed in parts 2500.1500 and 2500.1550, and criteria for unapproved programs listed in part 2500.1600; and
- (4) a signed statement which indicates that the sponsor agrees to provide original receipts of participation to each Minnesota licensed chiropractor whose participation obligations are met indicating:
 - (a) the attending chiropractor's name and address;
 - (b) the attending chiropractor's Minnesota chiropractic license number;
 - (c) the name of the program and the program identification number;
 - (d) the date on which the program was attended;
 - (e) the number of continuing education units obtained;
 - (f) the type of continuing education units obtained; and
 - (g) whether the units were obtained through traditional classroom participation, or whether the units were acquired through alternative formats in accordance with part 2500.1550.

C. The sponsor must sign a statement agreeing to allow any representative of the board to attend all or part of any program that the sponsor is offering. If the representative of the board is a chiropractor licensed in Minnesota, that person must pay the full registration fee to be awarded continuing education units for attending the program.

When granting approval to individual sponsors or instructors providing continuing education programs for credit, the board must consider whether the providers or instructors are qualified by training, experience, or licensure to provide

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such education. The board must also deny approval to individual sponsors or instructors who are the subject of current discipline by their licensing boards, or whose licensing boards have issued any notice of contested case hearing in which the allegations, if proven, would directly reflect on the provider's qualifications to provide such programs.

Within 15 business days, the sponsor must report to the board any changes in an instructor's eligibility to provide continuing education programs in accordance with the requirements in item C.

2500.1500 PROGRAM APPROVAL CRITERIA.

The sponsor shall employ the following criteria in determining whether a continuing education program shall be approved and the number of continuing education units for which approval is granted:

A. whether the material to be presented is likely to enhance the practitioner's knowledge and skill in the practice of chiropractic;

B. whether the instructors or speakers presenting the program, and those persons preparing the program, are sufficiently qualified in the field of their instruction, either by practical or academic experience or both;

C. whether the classes will be held in a suitable setting, or under suitable conditions, that are considered by the board to be conducive to the learning process; and

D. whether the program may improve the practitioner's ability to keep records necessary to substantiate the need for chiropractic care.

2500.1550 ALTERNATIVES TO TRADITIONAL CLASSROOM PRESENTATION.

A chiropractor may obtain the annual requirement through alternatives to traditional classroom presentations. The programs must be approved by the board or a board-approved sponsor according to parts 2500.1200 to 2500.2000. The programs approved for continuing education credit under this part must include a written assessment instrument, designed to ensure that the chiropractor actively participated in the presentation of material and derived a measurable benefit from participation. For the purposes of this part, an instrument that provides a minimum of two questions from each unit of instruction, and of which 75 percent or more are correctly answered, satisfies this requirement.

2500.1600 UNAPPROVED PROGRAMS.

Courses dealing with administrative and economic aspects of practice shall not be approved for continuing education credit by the board. Courses dealing with administrative and economic aspects of practice include those designed to increase practice income, but do not include those dealing with risk management, appropriate coding procedures, or contemporary health care issues affecting the health care industry as a whole.

2500.1710 SPONSORSHIP REVOKED.

The following shall result in the termination of the sponsorship status given to an organization or to an individual:

A. awarding continuing education units for programs which fail to meet the criteria in part 2500.1500;

B. making any false representation to the board or to the chiropractors who attend a program; and

C. failure to comply with any of the provisions in parts 2500.1200 to 2500.2000.

At least 30 days prior to the proposed date of revocation, the board shall notify the sponsor in writing of its alleged infractions. The sponsor then has 30 days to notify the board in writing of its intent to contest. The intent to contest must include the sponsor's answer to the notice of alleged infractions.

Upon receipt of an intent to contest, the executive officers of the board shall notify the sponsor of a time and place to meet to review the proposed sponsorship revocation including the sponsor's answer.

Any decision of the executive officers terminating sponsorship following such a meeting shall be final and binding without a contested case hearing and shall not be subject to judicial review or to a judicial stay pending any attempt to seek such review.

The sponsor may continue to present continuing education courses until the issuance of a final written decision of the revocation process by the executive officers of the board.

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ANIMAL CHIROPRACTIC STATUTE

S.F.No. 3683, 4th Engrossment – 85th Legislative Session (2007-2008) Posted on May 08, 2008

Sec. 24 Minnesota Statutes 2006, section 148.01, subdivision 1, is amended to read:

Subdivision 1. **Definitions.** For the purposes of sections 148.01 to 148.01

- (1) "chiropractic" is defined as the science of adjusting any abnormal articulations of the human body, especially those of the spinal column, for the purpose of giving freedom of action to impinged nerves that may cause pain or deranged function: and
- (2) "animal chiropractic diagnosis and treatment" means treatment that includes identifying and resolving vertebral subluxation complexes, spinal manipulation, and manipulation of the extremity articulations of nonhuman vertebrates. Animal chiropractic diagnosis and treatment does not include:
 - (i) performing surgery
 - (ii) dispensing or administering of medications; or
 - (iii) performing traditional veterinary care and diagnosis.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 25 Minnesota Statutes 2006, section 148.01, is amended by adding a subdivision to read:

Subd. 1a. Animal chiropractic practice. A licensed chiropractor may engage in the practice of animal chiropractic diagnosis and treatment if registered to do so by the board, and the animal has been reefed to the chiropractor by a veterinarian.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 26. Minnesota Statutes 2006, section 148.01, is amended by adding a subdivision to read:

Subd. 1b. Scope of practice: animal chiropractic. Criteria for registration to engage in the practice of animal chiropractic diagnosis and treatment must be set by the board, and must include, but are not limited to: active chiropractic license; education and training in the field of animal chiropractic from an American Veterinary Chiropractic Association, International Veterinary Chiropractic Association, or higher institution approved course consisting of no less than 210 hours, meeting continuing education requirements; and other conditions and rules set by the board. The board shall consult with the State Board of Veterinary Medicine in preparing proposed rules on animal chiropractic.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 27. Minnesota Statutes 2006, section 148.01, is amended by adding a subdivision to read:

Subd. 1c. Titles. Notwithstanding the limitations established in section 156.12, subdivision 4, a doctor of chiropractic properly registered to provide chiropractic care to animals in accordance with this chapter and rules of the board may use the title "animal chiropractor."

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 28. Minnesota Statutes 2006, section 148.01, is amended by adding a subdivision to read:

Subd. 1d. Provision interim statute. Upon approval by the board, a licensed chiropractor who has already taken and passed the education and training requirement set forth in subdivision 1b may engage in the practice of animal chiropractic during the time that the rules are being promulgated by the board. Enforcement actions may not be taken against persons who have completed the approved program of study by the American Veterinary Chiropractic Association of the International Veterinary Chiropractic Association until the rules have been adopted by the board.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 29. **[148.032] EDUCATIONAL CRITERIA FOR LICENSURE IN ANIMAL CHIROPRACTOC DIAGNOSIS AND TREATMENT RECORDS: TREATMENT NOTES.**

(a) The following educational criteria must be applied to any licensed chiropractor who requests registration in animal chiropractic diagnosis and treatment. The criteria must include education and training in the following subjects:

- (1) anatomy;
- (2) anatomy laboratory;
- (3) biomechanics and gait;
- (4) chiropractic educational basics;

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- (5) animal chiropractic diversified adjusting technique, including:
 - (i) lecture cervical;
 - (ii) thoracic;
 - (iii) lumbosacral;
 - (iv) pelvic; and
 - (v) extremity;
- (6) animal chiropractic diversified adjusting technique, including:
 - (vi) laboratory cervical;
 - (vii) thoracic;
 - (viii) lumbosacral;
 - (ix) pelvic; and
 - (x) extremity;
- (7) case management and case studies;
- (8) chiropractic philosophy;
- (9) ethics and legalities;
- (10) neurology, neuroanatomy, and neurological conditions;
- (11) pathology;
- (12) radiology;
- (13) research in current chiropractic and veterinary topics;
- (14) rehabilitation, current topics evaluation, and assessment;
- (15) normal foot anatomy and normal foot care;
- (16) saddle fit and evaluation, lecture and laboratory;
- (17) veterinary educational basics;
- (18) vertebral subluxation complex; and
- (19) zoonotic diseases.

(b) A licensed chiropractor requesting registration in animal chiropractic diagnosis and treatment must have completed and passed a course of study from an American Veterinary Chiropractic Association, International Veterinary Chiropractic Association or higher institution-approved program, consisting of no less than 210 hours of education and training as set forth in paragraph (a).

(c) A licensed chiropractor engaged in the practice of animal chiropractic diagnosis and treatment must maintain complete and accurate records and patient files in the chiropractor's office for at least three years.

(d) A licensed chiropractor engaged in the practice of animal chiropractic diagnosis and treatment must make treatment notes and records available to the patient's owner upon request and must communicate their findings and treatment plan with the referring veterinarian if requested by the patient's owner.

(e) A licensed chiropractor who treats both animal and human patients in the same facility must post a conspicuous sign in the reception area of that facility informing customers that nonhuman patients are treated in the premises.

EFFECTIVE DATE. This section is effective the day following final enactment.

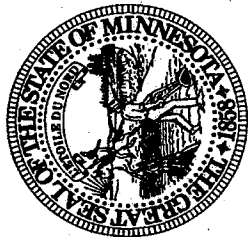
Sec. 30 [148.033] ANIMAL CHIROPRACTIC CONTINUING EDUCATION HOURS.

Any chiropractor engaged in the practice of animal chiropractic diagnosis and treatment applying for renewal of a registration related to animal chiropractic diagnosis and treatment must have completed a minimum of six hours annually of continuing education in animal chiropractic diagnosis and treatment, in addition to the required 20 hours annually of continuing education in human chiropractic under this chapter. The continuing education course attended for purposes of complying with this section must be approved by the board prior to attendance by the chiropractor.
EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 31 [148.035] SEPARATE TREATMENT ROOM REQUIRED.

A licensed chiropractor who provides animal chiropractic treatment in the same facility where human patients are treated, shall maintain a separate noncarpeted room for the purpose of adjusting animals. The table and equipment used for animals shall not be used for human patients.

EFFECTIVE DATE. This section is effective the day following final enactment.



MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS

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 Minneapolis MN 55414
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Approved Sponsor - Continuing Education Seminar List

SPONSOR NAME	CONTACT NAME & PHONE NUMBER
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INSTRUCTIONS: 1. Complete this form for all seminars approved according to Minnesota Rules 2500.1250 to 2500.1700.

Each date and location must be on a separate line. DO NOT put any information in the MBCE id number column.

2. Submit this form 45 days prior to the presentation date of the first such program.

3. Make additional copies as needed.

MBCE ID NUMBER	TITLE	START DATE	END DATE	LOCATION / ALTERNATE FORMAT TYPE (cd, Online, etc.)	HOURS
					Reg ___ X-ray ___ Animal Chiro ___ Prof. Boundary/Abuse ___ Acupuncture/Meridian Therapy
					Reg ___ X-ray ___ Animal Chiro ___ Prof. Boundary/Abuse ___ Acupuncture/Meridian Therapy
					Reg ___ X-ray ___ Animal Chiro ___ Prof. Boundary/Abuse ___ Acupuncture/Meridian Therapy
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